



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON HEIDELBERG**  
**UNIT 29237**  
**APO AE 09102-9237**

IMEU-HEI-CS

15 August 2005

**MEMORANDUM FOR DUTY APPOINTMENT**

**SUBJECT: Duty Appointment: 2005 Environmental Management System (EMS) Internal Audit Team**

1. Effective immediately, the following personnel are appointed to the 2005 Environmental Management System (EMS) Internal Audit Team:

SGT Aeyneanne Dizicksa, Vet	Audit Team Leader
SGT Derek Modelski, USAMH	Audit Team Member
CW4 Peter Johnson, AFOD	Audit Team Member
Ms. Valerie Neu, AAFES	Audit Team Member
Ms. Laura Hettinger, ED	Audit Team Member

2. Authority: ACSIM Memorandum, 6 Aug 2001, subj: New Installation Management Requirements; DASA (I&E) Memorandum, 13 July 2001, subj: Army Environmental Management System – ACTION MEMORANDUM; and U.S. Army Guidance Manual: Implementing ISO 14001; EMS-4.5.4 EMS Audit Procedure.

3. Responsibilities: The EMS Internal Audit Team Leader is responsible for:

- Conducting audit team preparation meetings prior to the audit;
- Developing the EMS audit plan, with the assistance of the EMS Coordinator (EMSC), defining audit parameters and coordinating the scheduling and logistics for conducting the audit;
- Ensuring non-conformances are properly recorded;
- Reviewing/editing audit findings to promote unity of style and quality control; and
- Compiling the audit results and presenting them to the EMSC in the form of a draft report.

The EMS Internal Audit Team is responsible for:

- Attending the mandatory Auditor Training which will be conducted on 24 August 2005 at the Community Support Center, Building 3850, Room 139 and the 28 September 2005 EMS Cross Functional Team meetings at Tompkins Barracks, Building 4219, at 1330 hours and will cover the ISO 14000 standards, the USAG - Heidelberg's EMS and internal audit procedures;
- Attending internal EMS audit in-brief and out-brief;
- Reviewing all applicable policy and procedure to determine adequacy to meeting EMS requirements (as outlined in EMS audit checklists);
- Interviewing personnel, reviewing records, conducting site surveys, and observing work;
- Comparing site operations to organizations' established EMS procedures and writing up any non-conformances;
- Recording findings and commenting daily during the assessment;


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- Providing sufficient, reliable, and relevant data to support findings;
- Completing a Non-conformance Summary Sheet to document each deficiency, even those resolved during the assessment; and
- Discussing findings with the team and participating in team meetings.

4. Period: This memorandum expires when the 2005 EMS Internal Audit has been completed. The schedule for the 2005 EMS Internal Audit is as follows:

- 27 July 2005: Distribution of signed EMS Audit and Management Review Procedures for CFT review
- 24 Aug 2005: Initial training for Audit Team on EMS Internal Assessment Audit
- 24 Aug 2005: Audit Team selection
- 26 Oct 2005: EMS Audit Team Meeting and Additional Training (Audit Plan) – Coordination of the Audit and Review of EMS Procedures and Documentation against the ISO 14001 Requirements
- 31 Oct – 04 Nov 2005: EMS Audit Team conducts audit
- 10 Nov 2005: Audit Report to EMSC
- 14 Dec 2005: EQCC conducts EMS Management Review of EMS Program
- NLT 31 Dec 2005: Memorandum to IMA-E: Completion of Audit and Management Review

5. Special Instructions: The main point of contact for all concerning the 2005 Internal EMS Audit at the USAG-Heidelberg is Mr. Dan Welch, DSN: 387-3140; Fax: 387-3149; E-Mail: [Daniel.Welch4@US.Army.mil](mailto:Daniel.Welch4@US.Army.mil); and address: USAG-Heidelberg DPW, ED, ATTN: IMEU-HEI-PWE, Unit 29245, APO AE 09102.



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